



ECHE Selection 2015
Erasmus Charter for Higher Education
Application eForm
Call for proposals EACEA/15/2014

Note: The data of this application form will be used by the European Commission/ the Education, Audiovisual and Culture Executive Agency (EACEA) and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)
Action	Erasmus Charter for Higher Education
Call	2015
Deadline for Submission (dd-mm-yyyy)	22/05/2014 midday Brussels time.
Application language	EN
Correspondence Language	EN

269862-EPP-1-2015-1-ES-EPPKA3-ECHE

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): ES

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): EN

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency (EACEA) to check the successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If within 2 weeks after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

** OJEU L 347/50 of 20-12-2013*

Applicant Organisation

A.1. Applicant Organisation

PIC	939048659
Full legal name (official name in latin characters)	IES JORGE SANTAYANA
Full legal name (English name)	IES JORGE SANTAYANA
Acronym	IES JORGE SANTAYANA
Erasmus code (e.g. F PARIS33) - if available	NEW 2015
Address (N°, street, avenue, etc.)	Calle Santo Tomas, 3
Country	España
Region	CASTILLA Y LEÓN
Post code	05003
City	Ávila
Website	www.iesjorgesantayana.es

A.2. Legal Representative

Title	DIRECTORA
Gender	Female
First Name	MARÍA TERESA
Family Name	VICENTE MARTÍN
Position	DIRECTORA
E-mail	05006156@EDUCA.JCYL.ES
Telephone (including country / area codes)	920353280
Address (n°, street, avenue, etc)	Calle Santo Tomas, 3
Country	ES, España
Post code	05003
City	Ávila

A.3. Coordinator

Title	JEFE DE ESTUDIOS
Gender	Male
First Name	ALFONSO

Family Name	JIMÉNEZ DE PEDRO
Department	HOSTELERÍA
Position	DIRECTOR OF STUDIES
E-mail	ALFJDP@GMAIL.COM
Website	http://iesjorgesantayana.centros.educa.jcyl.es/SITIO/
Telephone (including country / area codes)	920352135
Address (nº, street, avenue, etc)	Calle Santo Tomas, 3
Country	ES, España
Post code	05003
City	Ávila

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2013-2014:

Total number of students enrolled in all Higher Education degree programmes offered by your institution (data from official HEI register)

Short cycle:	120.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

Number of staff (Equivalent full-time) involved in Higher Education

Teaching:	17.0
Administrative:	2.0

Number of degree courses (study programmes in Higher Education) on offer

Short cycle:	2.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

STUDENTS (academic year 2013-2014)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outbound students for study mobility (Erasmus and/or other programmes): to programme countries	0.0
Number of outbound students for study mobility (Erasmus and/or other programmes): to partner countries	0.0
Number of outbound students for traineeships (work placement -Erasmus and/or other programmes): to programme countries	0.0
Number of outbound students for traineeships (work placement - other programmes): to partner countries	0.0
Number of incoming students for study mobility (Erasmus and/or other programmes): from programme countries	0.0
Number of incoming students for study mobility (Erasmus and/or other programmes): from partner countries	0.0

2. International Degree Students (students with foreign nationality enrolled for a full degree programme and/or students having completed a foreign previous degree)

Number of foreign degree students, if applicable: from programme countries	0.0
Number of foreign degree students, if applicable: from partner countries	0.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) enrolled in double/multiple/joint degrees:

Number of local students enrolled in double/multiple/joint degrees	0.0
Number of international students enrolled in double/multiple/joint degrees	0.0

ACADEMIC STAFF (academic year 2013-2014)

All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 days and 2 months) for teaching and training purposes

Number of outbound staff to programme countries	0.0
Number of incoming staff from programme countries	0.0

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2013/2014: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries	0.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, number of the consortia involving partner countries	0.0

European and International Education and Training Projects with contracts running in 2013-2014 (e.g.: Erasmus+, Erasmus Mundus or Tempus)

Number of projects as coordinator:	0.0
Number of projects as partner:	0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:	0.0
Number of staff at the Faculty/School/Department Level:	0.0

C1. General Organisation

Please describe the administrative and academic structure put in place at your institution for the organisation and implementation of European and international mobility.

Please provide a detailed description of the division of tasks and responsibilities among the staff in charge, with regards to respectively the administrative and academic decision-making process.

Describe also the operational and communication methods.(max.1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

El responsable dentro de la organización del Centro IES Jorge Santayana de Ávila para la gestión de los programas europeos de movilidad es D. Alfonso Jiménez de Pedro como Jefe de Estudios de Formación Profesional. Esta es la persona encargada de comunicar e informar a los alumnos sobre la existencia de estos programas, los requisitos exigidos para participar en ellos, y los procesos de selección necesarios que han de superar para ser incluidos en el programa. Todo este proceso se produce en estrecha colaboración con el Jefe de Cocina de Empresas de Hostelería y Turismo D. Francisco Javier Prieto Martín , que es la persona encargada de gestionar en módulo profesional de FCT que es el que será realizado en alguno de los países participantes en el proyecto. La información se encuentra disponible en la página web del Centro:

<http://iesjorgesantayana.centros.educa.jcyl.es/sitio/>

donde se facilita a los alumnos un contacto directo a través de correo electrónico: jefsantaya@gmail.com

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

En el sistema español los estudios de Formación Profesional no están sujetos a un sistema de créditos, sino a un sistema de horas, los estudiantes del IES JORGE SANTAYANA a los que afecta esta carta han de completar los estudios teóricos de un total de 2000 horas de las cuales 380 corresponden al módulo de formación en centros de trabajo. Cuando el estudiante realiza sus prácticas en el extranjero mediante la movilidad ERASMUS si consiguen la evaluación positiva de la empresa y la institución de acogida automáticamente se le concede el APTO en el módulo referido de Formación en Centros de Trabajo. Para todo ello es necesario que el estudiante previamente haya superado el resto de módulos teóricos del Ciclo Formativo correspondiente.

Vinculo Dirección de Cocina

<http://www.boe.es/boe/dias/2010/06/12/pdfs/BOE-A-2010-9270.pdf>

vinculo de Guía, Información y Asistencia turística

<http://www.boe.es/boe/dias/2009/09/05/pdfs/BOE-A-2009-14261.pdf>

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.

Please explain if all courses taught at your institution are described in your public course catalogue and in which languages they are taught. (max. 500 characters)

In addition, please provide the direct web link to the course catalogue of your institution:

Los Ciclos Formativos de Grado Superior impartidos en el Centro clasificados por familias profesionales son los siguientes:

- Hostelería "Dirección de cocina"(LOE).

- Turismo "Guía, Información y Asistencia Turística en la Comunidad de Castilla y León" (LOE).

La información de los mismos está disponible en <http://iesjorgesantayana.centros.educa.jcyl.es/sitio/> en el apartado de Oferta Educativa / Formación profesional / Organización de los Ciclos Formativos de Hostelería.

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility.

In addition, explain how and by whom the learning agreements for the mobile students will be managed. (max. 1000 characters)

Dentro de los estudios de Formación Profesional que se imparten en el Centro, la movilidad está enmarcada en realizar las prácticas en empresas; en alguna empresa de un país firmante de los convenios.

El mecanismo de formalización es el mismo que para los alumnos que cursan el módulo de FCT en España. Con la empresa, que se selecciona entre las facilitadas por un Consorcio del que forma parte la Junta de Castilla y León se formaliza un convenio en el que ambas partes, se comprometen a cumplir sus respectivas obligaciones que en el caso de la empresa de acogida es la de realizar documentos de evaluación y seguimiento semanal del aprovechamiento del alumno, que entregarán al alumno al finalizar su estancia para que pueda ser evaluado su trabajo a su llegada al Centro.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

Los alumnos interesados realizan una solicitud en la que se comprometen a realizar una prueba de nivel que organiza la Junta de Castilla y León (puede incluir una entrevista personal para verificar las competencias lingüísticas) que certifique un conocimiento del idioma equivalente a nivel B2 europeo. Es necesario superar la prueba de idioma para participar en el programa.

Además los alumnos realizan un curso de inmersión tanto en la cultura como en la lengua del país de destino en el propio país y de forma previa a la estancia en la empresa.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements (e.g. peer mentoring, social integration of mobile participants within the institution and its local students and staff, information on accommodation, insurance, etc.) for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

En relación a los alumnos salientes el seguimiento es el siguiente: El tutor del centro educativo está en contacto directo con el tutor asignado por la empresa al alumno, (previamente habrán acordado el programa formativo a seguir) comunicación que se producirá al menos una vez por semana por teléfono, correo electrónico, chat.... Al alumno se le facilitan unas claves de acceso al programa Cicerón a fin de que cumplimente las hojas de seguimiento.

Los centros educativos de Formación Profesional no reciben alumnos que participen en este programa, ya que en el marco de la Formación Profesional el programa consiste en la realización de prácticas (modulo de FCT) dentro de alguna empresa de los países participantes.

Provide appropriate linguistic support to incoming mobile participants.



Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

Los centros educativos de Formación Profesional no reciben alumnos que participen en este programa, ya que en el marco de la Formación Profesional el programa consiste en la realización de prácticas (modulo de FCT) dentro de alguna empresa de los países participantes.

El personal del Centro hasta el momento no ha participado en programas de movilidad, ni esta previsto que lo haga.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.



Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.



Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

Please describe the internal administrative steps and procedures established to recognise the mobility achievements.

In addition, please provide the direct web link for this recognition procedure:

En el marco de la formación profesional los mecanismos implementados para el reconocimiento de la movilidad realizada por los alumnos son mediante las fichas de seguimiento semanal que realiza la empresa de acogida y el alumno a través del programa Cicerón y que la empresa entrega firmadas al alumno para que las aporte al Centro, y mediante la valoración docente de las mismas se produzca la superación del módulo profesional de FCT.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

Desde la institución apoyamos y facilitamos en la medida de las posibilidades con las que contamos la movilidad tanto de los docentes como del resto del personal del Centro, y fomentamos las iniciativas que puedan surgir dentro del personal para la participación en este tipo de proyectos. Es por esto que se han facilitado desde el Centro siempre todas las iniciativas surgidas de participación en proyectos de innovación educativa.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.



Provide relevant support to staff and students participating in these activities.



Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

El programa Erasmus supone para el Centro una apuesta por la calidad y intento de internacionalizar la formación de nuestros estudiantes. Es por esta razón que es intención del equipo directivo del mismo mejorar la formación integral y la cualificación de los estudiantes fomentando la realización del módulo de FCT en un país de la UE, por lo que se da una amplia difusión del programa a través de las nuevas tecnologías, página web del Centro, correo electrónico, ...con información y apoyo personal a los estudiantes, posibles candidatos a través de sesiones informativas realizadas por el Jefe de Estudios. Se les asesora igualmente sobre la forma de acreditar el conocimiento de la lengua, y se les proporcionan contactos útiles dentro del país.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.



C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.



Promote consistently activities supported by the Programme, along with their results.



D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [ES]

El programa Erasmus es un programa estratégico para el IES Jorge Santayana de Ávila, ya que en este momento constituye la principal actividad de internacionalización del Centro, por lo que el mismo está invirtiendo importantes recursos personales, pretendiendo además que en el futuro la participación activa en el programa sirva para fortalecer posibles relaciones tanto con empresas como con instituciones del ámbito europeo con las que se mantengan vínculos académicos favorables para ambos y en especial para nuestros estudiantes. El Centro es especialmente respetuoso con las políticas de igualdad de oportunidades comunitarias.

En relación a los grupos objetivo de la movilidad y el ámbito geográfico de los mismos en el caso del IES Jorge Santayana de Ávila, al ser un centro de formación Profesional estaríamos hablando de movilidad de estudiantes de Ciclo Corto (Formación Profesional de Grado Superior) que serían seleccionados entre los alumnos del centro de los ciclos formativos siguientes, "Dirección de cocina", "Guía, Información y Asistencia Turística" que hubieran manifestado su intención de participar en el programa y cumplieran los requisitos académicos y de madurez y responsabilidad necesarios, es decir, tuvieran superados todos los módulos teóricos del ciclo ya que en nuestro caso las estancias estarían enfocadas al módulo prácticas en empresas (FCT), hubieran superado las pruebas de idioma exigidas para participar en el programa, y hayan demostrado tanto madurez como responsabilidad en su trabajo. Estos alumnos realizarían el módulo FCT en empresas que se seleccionarían de entre las facilitadas por el Consorcio formado por la Junta de Castilla y León, por los tutores de los alumnos, por ellos mismos y por el responsable de empresas del Centro y con las que previamente se habría contactado para asegurar su interés por el perfil de los alumnos que pretenden realizar la FCT en sus centros de trabajo.

En lo relativo al ámbito geográfico del que estaríamos hablando sería en el caso de estudios de Ciclo corto países pertenecientes a la UE.

Translation language [EN]

The Erasmus program is a strategic program for the Jorge Santayana IES of Ávila, as it is currently the main activity of internationalization of the Center, so we are investing significant personal resources. We also want the future active participation to strengthen the program possible relationships with companies and with Europe-wide institutions that maintain favorable relations for both academic links and for our students. The Center is especially respectful of the equal opportunities community policy.

In relation to the target groups and their geographical mobility in the case of IES Jorge Santayana of Ávila, being a professional training center we would be talking about Short Cycle (Higher Vocational Education) student mobility the students would be selected of the following training courses: "Cooking Management" and "Guide, Information and Tourist Assistance" who have expressed their intention to participate in the program and meet the academic requirements and maturity and responsibility required, ie had passed all the cycle theory modules -since, in our case the stays would be focused on the placement module (FCT), have passed the language tests required to participate in the program, and have proved both maturity and responsibility in their work. These students would perform the FCT module in companies to be selected from among those provided by the consortium formed by the Junta de Castilla y León, by the guardians of the students, by themselves and the companies responsible for the Centre which would have been contacted to ensure their interest in the profile of students sought by the FCT in their workplaces.

Regarding the geographical scope we are talking about it would be in the case of short cycle studies-EU countries.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme.

If not applicable, please explain (max. 2000 characters)

Translation language [EN]

The institution under educational cooperation projects has carried out cooperation actions through innovative educational programs, best practices and quality with other Spanish schools, and we hope that this type of projects can be extended in the future to similar educational institutions of other EU countries.

Original language [ES]

La institución, en el marco de los proyectos de cooperación educativa, ha realizado acciones de cooperación a través de programas de innovación educativa, buenas prácticas y calidad, con otros centros educativos españoles, y esperamos que este tipo de proyectos puedan ser extendidos en el futuro a instituciones educativas similares de otros países de la UE.

Please explain the expected impact of your participation in the Erasmus+ Programme on the modernisation of your institution. Please refer to each of the 5 priorities of the Modernisation Agenda *and explain which are the policy objectives you intend to pursue. (max. 3000 characters)

Original language [ES]

Desde el punto de vista del impacto que la participación de una institución como la nuestra en este tipo de programas puede tener, podemos decir que, dado el interés de este centro de implementar políticas de excelencia y de calidad de docencia y servicio al alumnado, nuestra participación tendría un impacto muy positivo dado que se produciría una internacionalización del centro que los alumnos de formación profesional, cada vez más interesados en una formación amplia que abarque el conocimiento de métodos de trabajo de otros países de nuestro entorno valorarían muy positivamente, por lo que elegirían nuestro centro de forma prioritaria a otros que no participen en este tipo de programas. Igualmente, daríamos a conocer nuestro método de trabajo en empresas de la UE con lo que dado que confiamos en la formación de nuestro alumnado, podríamos abrir oportunidades laborales a nuestros titulados en países de nuestro entorno.

Translation language [EN]

From the point of view of the impact that the participation of an institution like ours in this type of program can have, we can say that, as for us is very important to implement policies of excellence, and quality of teaching and service to students, our participation would have a positive impact because it would be a center internationalization which our vocational students, who are increasingly interested in extensive training covering the knowledge of working methods of other countries around us, would value very positively so they would choose our center in priority to others that do not participate in such programs.

Also we would to show how we work in EU companies so, as we trust in the formation of our students, we could open job opportunities to our graduates in neighboring countries.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Ávila

Name: IES Jorge Santayana Date (dd/mm/yyyy): 16/05/2014

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution